INSTRUCTIONS FOR USER REGISTRATION
DEFENSE TRAVEL SYSTEM

NRL employees who travel, prepare travel orders, prepare travel vouchers, and/or review/approve travel orders/vouchers need to register in the Defense Travel System (DTS) at www.defensetravel.osd.mil. The security software program DBSign must be installed on the computer used to access DTS; this software is available to download at no cost at the same website. You will need to have your Common Access Card (CAC), CAC PIN, and a CAC reader.

To make completing this profile easier we suggest you have the following information available:
- Your bank account number and bank routing number (bank routing numbers are always 9 digits in length) for where you have your travel-related reimbursements direct-deposited.
- Your Government VISA Travel Credit Card (referred to as GOVCC within DTS).
- Your Social Security Number.

Once you are able to access the DTS website please select the green icon reading "LOGIN TO DTS". Next you will be prompted to "Accept" or "Decline" to the terms and conditions of using DTS. Once you click "Accept", the system will prompt you to enter your CAC PIN for validation purposes.

Please note that items marked with an asterisk (*) are mandatory fields that must be completed. Also, all information must be entered in capital/upper-case letters.

After you are logged into the DTS site, you will be required to complete the following preliminary tasks:
- Enter your social security number twice. Do not copy and paste.
- Click on "self register", this will bring you to another page
- Click on the "Administrative" tab, then choose "self registration".
- At the top of this page will be several information tabs, click the "Basic Information" tab to enter your DTS profile.

Registration Information by Step:
1. *Your First and Last name and Social Security Number will automatically populate; however, you should verify that the data are correct.

2. Gender: Select "Male" or "Female" as appropriate.

3. * Enter your email address – you will be prompted to enter this twice for verification purposes, do not copy and paste. DTS is an email-driven program it is particularly important that you enter your correct NRL email address.

4. * Enter your mailing address - you will notice a magnifying glass icon located next to the State/Country portion of your mailing address, you **must** click on this icon to populate your State/Country. Once you click on the icon type in your two digit state code (i.e. VA for Virginia) on the "code" line, then click "OK", this will bring up an information box, in this box click on

your state. Note: You will be asked if your mailing address is the same as your Residence Address; if you answer "No" you will be prompted to enter your residence address under the Additional Information section later in the registration process.

5. * Required Work Information
- You will choose either Civilian/Military
- Choose your Title/Rank (NRL civilian employees will choose "other" as NRL pay grades are not listed in DTS.)
- Tech Status will default to "No"– this refers to Aircrew Status - NRL employees will leave as "No".
- Organization – click on magnifying glass icon to populate this field.
  Service/Agency: select "United States Navy.
  Type: Will automatically populate with "US"
  State: Select "District of Columbia", this will refresh your page and a new line called "site" will appear, select "Washington". Click "OK"
    This will bring you to an alphabetical listing of organizations – scroll through the pages by selecting "NEXT" until you find "Naval Research Laboratory, (NRL) and your appropriate division code (e.g. Naval Research Laboratory Code 3300)". . Click "Select".

6. * Service/Agency of Assignment
The information recorded during Step 5 will automatically populate the following blocks under this section:
- Office Street 1
- Office Street 2
- City
- State/Country
- Time zone
- Emergency Contact Name (This refers to the central NRL Travel Office emergency point of contact (POC))
- Emergency Contact Phone Number (This refers to central NRL Travel Office emergency POC)
- Work hours: The refers to regular hours worked per day and will default to "8" but you can change to reflect the correct daily average hours worked if you are a part time employee.

7. * Electronic Funds Transfer (EFT) Data
- Select "Checking" or "Savings" depending on the type of account you designate for the EFT of your travel reimbursement payment.
- Bank Routing Number: enter the 9 digit code (do not use dashes/hyphens) of your financial institution.
- Account Number: enter your appropriate account number; note you will be required to enter it twice

8. * Government Charge Card (GOVCC)
Note: At this time you must have a GOVCC to utilize DTS at NRL.
      - Advance Authorization: select "Card Holder".
      - Account Number: Enter your GOVCC Account Number (all GOVCC account numbers begin with 4486)
      - GOVCC Exp. Date: Using the calendar icon to populate this block, select the last day of the expiring month from the calendar (the expiration date of your GOVCC is in the format of MM/YYY, but is defaulted to the last day of the expiring month).

9. * Additional Information
      - The information recorded in Step 6 will automatically populate the following fields:
            Printed Organization
            Present Duty Station
            Organization Email (this will correctly default to NRL's central DTS email address, help_dts@nrl.navy.mil.
            Unit ID (UIC/RUC/PASSCODE)
      - Miles from Office to Airport: Leave this block blank since NRL-DC employees utilize three airports (Reagan, Dulles and/or BWI).
      - Office Phone: Please note that this information will be incorrectly populated; you must correct it to your correct information.
      - Office Fax: Please note that this information will be incorrectly populated; you must correct it to your correct information.
      - Office Mail Stop: Enter your Division/Department Code, e.g., "Code 3300"

10. Passport Information (If you do not have a passport you may skip to Step 11).
The information in this section is optional, and is only used for record purposes.
      - Official (No-Fee) Passport Information
      - Regular (Tourist) Passport Information

11. * Scroll to the bottom of the page and click "SAVE AND PROCEED"
This will bring you to the Residence Address Section. If your residence address is different from the mailing address you entered earlier, you must complete this section. If your residence address and your mailing address are the same then the only data you are required to enter is "Residence Phone" (enter your residence/personal telephone number with area code).

12. Air Travel Preference: The information in this section is optional but will be considered when making airplane ticket reservations. If you have special needs you may choose to complete this section.

13. Frequent Flyer: If you are a frequent flyer you may choose to enter your information here. If you do not enter here you will be able to enter your frequent flyer information for each TDY that requires airline reservations in DTS.

14. Lodging Preferences: The information in this section is optional but will be considered when making lodging reservations. If you have special needs you may choose to complete this section.

15. Rental Car Preferences: The information in this section is optional but will be considered when making rental car reservations. If you have special needs you may choose to complete this section.

16. Smoking Preference: Indicate whether you are a smoker/prefer the smoking section as "yes" or that you are a non-smoker/do not want to be in the smoking section as "no." This is just information as you are typically provided the opportunity to select smoking/non-smoking hotel rooms when making specific reservations.

17. *Scroll to the bottom of the page and click "SAVE AND PROCEED"
If you entered any information in the incorrect format or left a mandatory field blank you will be prompted to correct at this point. Otherwise, the following prompt will appear: "You are going to submit the travel profile to the DTA." Click "Submit" and your information/profile will be submitted for review/acceptance by the DTS and NRL Travel Office.

THANK YOU….and WELCOME ABOARD!